

**BY ORDER OF THE COMMANDER
HQ COLLEGE FOR ENLISTED PME (AETC)**

**COLLEGE FOR ENLISTED PME INSTRUCTION 90-402
1 AUGUST 2003**

Command Policy

PROTOCOL PROCEDURES

COMPLIANCE WITH THIS PUBLICATION IS MANDATORY

OPR: HQ CEPME/IM
Supersedes CEMPE OI 90-401, 12 July 2000 and
90-402, 21 February 1997

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This instruction establishes guidance for visiting dignitaries and requesting guest speakers. It applies to all College for Enlisted Professional Military Education (CEPME) personnel and subordinate units. Governing directive for this instruction is AETCI 90-401.

SUMMARY OF REVISIONS

Administrative update to format and incorporated rescinded CEPME OI 90-401 information in publication.

Procedures

1. If a general officer (active or retired), CMSAF, or a MAJCOM Command Chief Master Sergeant visits your academy, complete the attached protocol worksheet and forward it to CEPME/CCS not later than two weeks before their arrival. If the visit is unannounced or unexpected, notification to the College may be by telephone or telefax. This policy is to be observed in addition to your local procedures.
2. Air Force Senior Noncommissioned Officer Academy (AFSNCOA) and Gunter Noncommissioned Officer Academy: Air University Instruction 36-2301 requires the inviting school to coordinate the formal letter of invitation with the other AU schools. This provides an early indication of potential conflicts and an opportunity to adjust schedules, if necessary, to ensure optimum use of guest speakers.
3. Geographically separated units: Coordinate with local protocol office to ensure proper protocol procedures and host Command Chief Master Sergeants to make optimum use of the speaker's appearance at the base.
4. The Air University Commander (AU/CC) will sign letters of invitation or appreciation to speakers for members of Congress, the Secretary of Defense, Service Secretaries, Chairman, Joint Chiefs of Staff, Service Chiefs, and Commander-in-Chief. Commandants are delegated the authority to invite all other guest speakers. However, at your request AU/CC or CEPME/CC will sign individual letters of invitation as the situation warrants.

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Commander